

Central Elementary School

Little Quakers Academy • Brentwood Elementary • Central Elementary • Clarks Creek Elementary • Van Buren Elementary • Plainfield Community Middle School • Plainfield High School

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REQUEST FOR STUDENT RECORDS

ATTENTION: Guidance Office/Registrar/Student Records

Date

Student Name

Grade

Birthdate

School

Phone Number

Fax Number

The above student has enrolled in our school. Please mail or fax the following student records:

_____ **Birth Certificate**

_____ **Grades/Transcripts**

_____ **Test Scores**

_____ **Health Records**

_____ **Withdraw grades**

_____ **ISTEP+/IREAD3 Scores**

_____ **Custody**

_____ **Attendance**

_____ **ECA Scores**

_____ **IEP/Psych**

_____ **Discipline**

_____ **Home Language Survey**

NOTE: Please send student's Cumulative Academic Record.

If a student has any *special education information* (IEP), please FAX TO THE SCHOOL IMMEDIATELY for correct placement of the child.

Thank you for your prompt attention.

I hereby give permission for student record information of the above named student to be released to Plainfield Community School Corporation.

Parent/Guardian Printed

Relationship

Parent/Guardian Signature

Date